Directions for Chipfins Phone-in System

1. Call 1-800-470-7444,   In Nashville call 253-6002.

2. Press 1 when prompted.

3. Enter Vendor Social Security number followed by the pound (#) sign at prompt.

4. Press 1 if correct.

5. Press 1 again to show that you know your PIN number.

6. Enter PIN number followed by the pound (#) sign.

7. Enter Child ID number followed by the pound (#) sign.

8. Press 1 if correct.

9. Enter Child Social Security number following by the pound (#) sign.

10. Enter Beginning Payment Date in month/date/year two-digit format (e.g.,. 02/01/01 followed by the pound (#) sign.

11. Enter Ending Payment Date in month/date/year two-digit format (e.g., 02/15/01 followed by the pound (#) sign.

12. You should hear the following message: "The Child ID number has been successfully entered."

13. If you need to confirm additional children follow that prompt. If you do not then you may hang up.